



Guidelines for Erasmus Mundus Masters student agreement

This document is provided for information only in order to assist Erasmus Mundus consortia in preparing their student agreement

It is of great importance to provide students enrolled in an EMMC programme with clear guidance on their rights and obligations during their course participation. As the programme will be run for students coming to Europe from all over the world with very different academic and cultural backgrounds, the institutions hosting these students, esp. the coordinating institution, must ensure that the “terms of reference” for the students’ studies at the involved partner institutions are transparent, comprehensive, and agreed in mutual consent. This is in the interest of both parties – consortium and students – in order to jointly and successfully implement the programme, and to master the inherent challenges of a complex mobility scheme.

The coordinating institution holds the responsibility to run the EMMC course in accordance with the operating rules as defined in the E+ Programme Guide, the framework partnership agreement and the specific grant agreement, and the EMMC Administrative and Financial Handbook. The consortium is expected to detail all essential rules applicable to the Master course and having a direct impact on students in the "**student agreement**". Such agreement shall be signed by both the coordinating institution and the enrolled EMMC students. A draft model of this agreement must be published on the website of the EMMC consortium in order to allow students making them familiar with its content prior to the start of the course (see E+ Programme Guide, Annex 1 "Conditions relating to Master students").

The following aspects are key features of a solid student agreement which matches the Agency’s expectations:

- The **key elements** of the EMMC (e.g. duration, structure, mandatory mobility requirements and restrictions, course languages), and the **milestones** of the academic calendar (e.g. welcome week, summer school, exam and holiday periods, internship period, thesis submission, graduation ceremony),
- The planned **study track** as agreed between the student and the coordinating institution/consortium,
- The expected **academic outputs** to be delivered by the student, the performance monitoring/evaluation mechanisms, and the benchmarks/min. requirements to successfully pass course modules (e.g. ECTS, exam rules, re-sit options),
- The **EMMC diploma** (including joint diploma supplement) to be obtained by the students (title, type: joint, double, or multiple),

- Clear definition of course “**participation costs**” (coverage of tuition fees and all other costs for obligatory course modules/trainings/seminars, including administrative costs related to the issuing of the diploma and diploma supplement),
- Accurate provisions on all **financial aspects** related to the EMMC scholarship awarded to the student, notably the amounts and payment timetable/modalities of travel/installation contributions and monthly allowances (with reference to the provisions established in the Erasmus+ Programme Guide), as well as the rules for reimbursement of unjustified/ineligible scholarship payments in case of prior leaving the course,
- The mandatory **health insurance** scheme provided by the consortium to all enrolled EMMC students (e.g. coverage, conditions, restrictions, helpdesk contacts); further information can be obtained in the guidelines "Minimum insurance requirements"¹,
- The common **services to the students** provided by all consortium partners (e.g. visa and housing support, administrative support by International Office, academic tutoring/mentoring mechanisms, local language courses, access to on-site and online learning facilities),
- The mandatory participation of the EMMC students in programme **surveys/evaluations**, as well as the joining of the **Erasmus Mundus Students and Alumni Association** (EMA, see <http://www.em-a.eu/>),
- The “**code of conduct**” expected by the consortium (e.g. attendance requirements, leave of absence, plagiarism, complaints and problem resolution mechanisms, course exclusion, notification of student drop-out from the programme, request for scholarship interruption),
- Key information on all **administrative requirements** in view of installation at the first/second host institution (local registration, bank account, deadlines to be respected),
- The regulations related to **internships** (e.g. min./max. duration, eligible institutions/countries, supervision, reporting),
- Information links to **online resources** related to the EMMCs (e.g. Action 1 beneficiaries space).

¹ http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_1_en.php